Printing with PaperCut

Your Personal iPads and iPhones

Printing

- 1. Confirm you are on either the "IIT-Secure" or "eduroam" wireless network or an Illinois Tech wired connection.
- 2. Open a document, PDF, web site, etc.

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3. Tap "Print" from the applications menu.

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4. Tap "AirPrint."



5. Tap "Print."

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- 6. Select the printer that best suits your needs.
 - a. iit_bw_printer for black and white onlyb. iit_color_printer for color

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7. Click "Print."

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8. Enter your Illinois Tech credentials. These are the same credentials you use for the myIIT portal.

	Password r "iit_bw_	equired for printer"	
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- 9. Log into <u>https://print.iit.edu</u>.
- 10. Go to the "Jobs Pending Release" tab.

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11. It may take up to 30 seconds for the document to appear. After it appears, click/tap "print" under the "ACTION" column.

12. Select the printer from which you wish to pick up your document.

└── Summary	Jobs Pending Release		
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13. The "ACTION" column will change to "Queueing" until the system refreshes the queue and then it disappears from the tab.

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14. Go to the printer you selected and your document will be waiting for you.

If you need assistance, please contact: The OTS Support Desk Phone: 312-567-3375 (x7DESK) Email: <u>supportdesk@iit.edu</u> In-person: Galvin Library, Upper Level